



THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS
180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2303
1149 South Hill Street • Los Angeles, CA 90015-2299 • (213) 765-1500

**INSTRUCTIONS FOR APPLICATION FOR
DETERMINATION OF MORAL CHARACTER AND
APPLICATION FOR EXTENSION OF DETERMINATION OF MORAL CHARACTER**

Please carefully read these instructions. Each applicant is required to be aware of all requirements which follow and to comply with each one that is applicable. The completed application form **must be typewritten or legibly printed in ink.**

In answering questions appearing on the Application for Determination of Moral Character, applicants should consider the following:

Rule X of the *Rules Regulating Admission to Practice Law in California (Rules)* states that:

Every applicant shall be of good moral character. The term "good moral character" includes the qualities of honesty, fairness, candor, trustworthiness, observance of fiduciary responsibility, respect for and obedience to the laws of the state and the nation and respect for the rights of others and for the judicial process. The applicant has the burden of establishing that he or she is of good moral character.

Rule VI, Section 2(b) of the *Rules* states that:

An attorney...who is not in good standing...because of having been suspended or disbarred from practice as a result of a disciplinary proceeding may not file an Application for Determination of Moral Character while so suspended or disbarred.

RULES REGULATING ADMISSION TO PRACTICE LAW IN CALIFORNIA

The Application for Determination of Moral Character and Application for Extension of Determination of Moral Character will be processed in accordance with the *Rules*. Current *Rules* are available online at www.calbar.ca.gov/admissions or upon request from the Office of Admissions.

SUBMITTING THE APPLICATION

After completing and signing the application form, the form, fingerprint cards or a completed *Request for Live Scan Service* form, any necessary attachments and correct fees in the form of a personal check, cashier's check or money order payable to The State Bar of California must be mailed in an envelope to the following address:

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015-2299

REGISTRATION

Applicants submitting an Application for Determination of Moral Character must have registered as a law student or as an attorney applicant with the Committee of Bar Examiners (Committee) **prior** to submitting the application. Applicants must have a social security number to register with the Office of Admissions of the State Bar of California. If an applicant has not done so, registration may be done online at www.calbar.ca.gov/admissions.

FEES AND FILING INFORMATION

- | | |
|--|------------------|
| <input type="checkbox"/> Application for Determination of Moral Character | \$ 431.00 |
| <input type="checkbox"/> Application for Extension of Determination of Moral Character | \$ 206.00 |

THE FEES ARE SUBJECT TO CHANGE

Payment coupons must be detached from the application form and completed. The applicant's name, social security number, and amount paid must be written on the coupon.

Checks should be made payable to *The State Bar of California*.

RETURNED CHECKS

A charge of \$20.00 will be assessed when checks are not negotiated and are subsequently returned. **Stopping payment on a check or dishonoring a check does not constitute withdrawing an application. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashiers check prior to being allowed to file any application in the future.**

APPLICATION FOR EXTENSION

When an Application for Determination of Moral Character is about to expire, in order to avoid completing that form again, an applicant must submit an Application for Extension of Determination of Moral Character (extension application). An extension application must be filed by an applicant no sooner than every 18 months and no later than every 24 months after an initial determination of good moral character has been made by the Committee, and after each subsequent determination, until such time as the applicant is certified for admission to practice law in California. The extension application must be accompanied by the fee specified in the schedule of fees published by the Committee and by two sets of fingerprints or a completed *Request for Live Scan Service* form. The extension application must be submitted in substantially complete form as defined by the Committee, and must be received in the San Francisco or Los Angeles Office of Admissions **on or before** the expiration date, or be **postmarked on or before** the expiration date.

REAPPLICATION SUBSEQUENT TO RECEIPT OF AN ADVERSE MORAL CHARACTER DETERMINATION OR WITHDRAWAL UNDER RULE X OF THE RULES

Following the expiration of the designated time period, applicants who have received an adverse moral character determination or withdrew their application under Rule X of the *Rules* (moral character) must file a complete Application for Determination of Moral Character form with two (2) fingerprint cards or a completed *Request for Live Scan Service* form and the appropriate fee. The completed form and fee must be forwarded to the San Francisco Office of Admissions to the attention of the Director for Moral Character Determinations.

COMPLETION OF INVESTIGATION

Applications for Determination of Moral Character and Applications for Extension of Determination of Moral Character generally will be processed in a **minimum of 180 days**, unless there are issues in an applicant's background that require further investigation and/or review by the Committee.

Applicants who are in their last year of law study are encouraged to file their Application for Determination of Moral Character at the beginning of their last year of law study, and all applicants are encouraged to file at least eight (8) to ten (10) months prior to the date they wish to be admitted to practice law in California.

Failure to file your application in a timely manner will delay your admission to practice law.

During the course of each investigation, the Committee routinely contacts many sources and outside agencies; therefore, staff is not in a position to provide information on the status of the investigation until approximately 120 days have elapsed. If in the course of the investigation staff requires further information or documentation, applicants will be contacted prior to the completion of the investigation. All applicants will receive written notification when the investigation has been completed.

Any questions regarding the status of an application after the lapse of 120 days should be made in writing rather than by telephone.

COMPLETION OF APPLICATION

All questions on the application must be answered. If a certain question does not apply to an applicant, the applicant should so indicate this and explain. Before filing the application, it should be checked to ensure that all questions have been answered, all applicable forms have been completed and attached and the application is signed. All pages of the application, including any unused forms, must be returned. The application must be signed, the correct fee included, and a completed *Request for Live Scan Service* form or two (2) completed fingerprint cards with the Request for Exemption From Mandatory Electronic Fingerprint Submission Requirement form must be included. Any application not meeting these requirements is considered incomplete, and will not be considered filed until it is brought to a complete status. If an application is considered incomplete, an additional \$20.00 will be required in order to bring the application to a complete status. (See **Application Abandonment**) The application must be received in the Office of Admissions **within 30 days** of the date the application is signed. If it is not received within 30 days of the date the application was signed, the application will be returned to the applicant with a blank Authorization and Release form **that the applicant will be required to complete, sign and return to the Office of Admissions, along with the application.**

If the application form does not provide sufficient space for the response to any question, the response should be continued on a separate piece of paper and attached to the inside back cover of the application form.

Each applicant should retain a copy of his/her completed application for reference in the event that another application must be filed in the future.

APPLICATION ABANDONMENT

Moral Character applications that are not brought to a complete and filed status within 60 days of receipt will be abandoned. This includes the lack of requisite fees, signature, or either two completed fingerprint cards or a completed *Request for Live Scan Service* form. Once the moral character application is in filed status, if the applicant receives notice to provide information and or documentation but does not provide such information /documentation within 90 days of the request, the application will be abandoned. No refund of fees will be paid in the event a moral character application is abandoned.

ATTACHMENTS

All supporting documents must be attached to the inside back cover of the application form. All registration forms and petitions must be sent under separate cover. Other letters or requests of any kind must be sent under separate cover.

PROOF OF ADMISSION (All Attorney Applicants)

Proof of admission (a current original Certificate of Good Standing) from each jurisdiction (except federal courts) to which the applicant has been admitted must be filed with the initial Application for Determination of Moral Character and **each** Application for Extension. If the applicant is filing an initial application simultaneously with the attorney registration, only one Certificate of Good Standing need be submitted. The certificate must be issued by the jurisdiction within six (6) months of the date the Moral Character Application is filed in order to be considered current. Attorneys whose status is inactive must submit a letter from the jurisdiction confirming no disciplinary action.

APPLICATION UPDATING

Applicants for admission to practice law in California have a continuing duty to update responses to questions on the application whenever there is an addition to or change in information previously furnished. The applicant will not be eligible for certification until the file is current.

REFERENCES

Confidential Questionnaires and reference letters will be mailed by the Office of Admissions to references, employers and law schools listed on the application. In order to decrease the likelihood of a possible administrative delay in certification, all confidential questionnaires and reference letters must be returned to the Office of Admissions as soon as possible.

Please note: Contacting employers is part of the administrative screening process required of all applicants pursuant to Rule X of the *Rules*. The application will not be accepted unless an applicant is willing to have his or her employers contacted.

APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent within four weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Office of Admissions.

LAW SCHOOL DECLARATION

A Law School Declaration form will be sent by the Office of Admissions to each law school an applicant has attended.

WITHDRAWAL OF APPLICATION

Withdrawal of Applications for Determination of Moral Character and requests for refunds received within 30 days after receipt of the application will be honored with a 60% refund of all fees paid in conjunction with the application.

An applicant may withdraw his or her application at any time prior to being notified that a determination of moral character cannot be made because of the need for further inquiry and analysis. An applicant may withdraw his or her application after receipt of such notice only with the consent of the Office of Admissions.

FINGERPRINTS

State law mandates that the State Bar of California "...require that an applicant for admission or reinstatement to the practice of law in California...be fingerprinted in order to establish the identity of the applicant and in order to determine whether the applicant or member has a record of criminal conviction...." An Application for Determination of Moral Character or Application for Extension of Determination of Moral Character will not be considered complete without the appropriately processed fingerprints.

Live Scan Processing:

- Applicants who reside in California must submit fingerprints via **Live Scan technology**. Please see **Fingerprint Instructions for California Residents**.

Fingerprint Card Processing:

- Applicants residing outside of the State of California must submit prints on **fingerprint cards (FD-258) with a Request for Exemption From Mandatory Electronic Fingerprint Submission Requirement form**. Please see Fingerprint Instructions for Out of State Residents.

An applicant's fingerprints will be used solely to determine whether or not the applicant has a prior criminal record. The Committee will request that the criminal justice agencies return the fingerprints of all applicants and that the agencies neither copy the fingerprints nor disseminate them to others nor use them for any other purpose. Pursuant to Business and Professions Code Section 6054, the fingerprint cards of applicants who are admitted to practice law in California are retained for the limited purpose of criminal arrest notification.

Fingerprint Instructions for California Residents (Live Scan Technology)

Live Scan technology replaces the process of recording an individual's fingerprints on fingerprint cards. With Live Scan, applicants are provided a *Request for Live Scan Service* form. The applicant is also provided a list of nearby Live Scan fingerprinting locations (printing providers) and must go to one of the specified locations to submit fingerprints. At these locations, a trained operator enters the information from the *Request for Live Scan Service* form into the Live Scan terminal and initiates the live scan fingerprinting process. Please see the *Request for Live Scan Service* form on page 6, and the Instructions for Completing the Request for Live Scan Service form below.

Applicants must download the form and print two additional copies. **Three (3) copies are to be taken to an agency providing Live Scan services with a valid photo identification (expired photo identification cards will not be accepted).** The Live Scan operator must complete the last section of the *Request for Live Scan Service* form on all 3 copies. The Original Copy is retained by the Live Scan operator, the Second Copy is attached to the completed Application for Determination of Moral Character or the completed Application for Extension of Determination of Moral Character and the Third Copy is to be retained by the applicant. The list of agencies providing the Live Scan fingerprinting services in California may be obtained through the Office of the Attorney General-California Department of Justice website: <http://ag.ca.gov/fingerprints/publications/contact.pdf>.

If an applicant's prints are rejected because of poor quality, the applicant will be asked to return to the original printing agency for re-printing. The applicant is to take his/her copy of the *Request for Live Scan Service* form and a copy of the rejection notice sent to him/her by the Admissions Office. The printing agency will scan new prints and forward them to the Department of Justice for processing. The "re-printing" service fee will be waived. Failure to provide the two stated documents will result in a service charge for re-printing.

Instructions for Completing the Request for Live Scan Service form *(Form can be filled out online and printed)*

1. **Name of Applicant:** Enter full name
2. **AKA's:** Enter any other names used
3. **Date of Birth:** Enter date of birth *(mm/dd/yyyy)*
4. **Sex:** Check appropriate gender box: Male or Female
5. **Height:** Enter height; Express in Feet and Inches respectively. (Do not use fractions of an inch; round off to the nearest inch. Example: 5'11", 6'0")
6. **Weight:** Enter weight; Express in pounds. (Do not use fractions of a pound; round off to nearest pound. Example: 94 lbs, 186 lbs)
7. **Eye color:** Enter eye color

Black	BLK	Green	GRN
Blue	BLU	Hazel	HAZ
Brown	BRN	Maroon	MAR
Gray	GRY	Pink	PNK
8. **Hair color:** Enter hair color

Bald	BAL	Gray or Partially	GRY
Black	BLK	Red or Auburn	RED
Blond or Strawberry	BLN	Sandy	SDY
Brown	BRN	White	WHI
9. **Place of Birth:** Enter city, state, and country.
10. **Social Security Number:** Enter social security number. If you do not have a social security number, leave space blank.
11. **California's Driver License/Identification Card number:** Enter California Driver License/Identification Card number.
12. **Level of Service:** The DOJ box is pre-selected. Also, if you have ever lived outside of the state of California for a period of 2 years or more you **must** select the FBI box as well.
13. **Applicant's Address:** Enter residence address, city, state and zip code.
14. **Daytime Telephone Number:** Enter daytime telephone number.
15. **If resubmission: list Original ATI No.:** Enter the original ATI number provided on the reject notification to avoid paying an additional processing fee.

REQUEST FOR LIVE SCAN SERVICE

ORI: **A1104**

Type of Applicant: **Determination of Moral Character**

Job Title of License Certification or Permit: **Attorney License**

Agency Address Set Contributing Agency:

**State Bar of California
Office of Admissions 4th Fl.
1149 S. Hill St
Los Angeles, CA 90015**

Mailing Code: A05878

Name of Applicant:

(please print)

_____ Last

_____ First

_____ MI

AKA's:

_____ Last

_____ First

Billing No. BIL 140031

DOB: _____

SEX: ☐ Male ☐ Female

HT: _____

WT: _____

Applicant's Address :

Eye Color: _____

Hair Color: _____

_____ Street or P.O. Box

Place of Birth: _____

(state or foreign country)

_____ City, State and Zip Code

Social Security Number: _____

California Driver's License No. _____

_____ Daytime Telephone Number

Level of Service: ☐ DOJ

☐ FBI

Your Number _____

(Also, Check FBI if you lived 2 years or more outside of California)

OCA No. (Agency Identifying No.)

If resubmission, list Original ATI No. _____

Employer: (Additional response for agencies specified by statute)

State Bar of California

Employer Name

1149 S. Hill St

Street No. Street or P.O. Box

Los Angeles,

CA

90015

City

State

Zip Code

Live Scan Transaction Completed By: _____

Name of Operator

Date _____

Transmitting Agency

ATI No.

Amount Collected

Original-Live

Second Copy- Requesting Agency

Third Copy- Applicant

Fingerprint Instructions for Out of State Residents (Fingerprint Cards FD-258)

Effective July 1, 2005, the California Department of Justice only processes fingerprints through the Live Scan Fingerprinting System unless an exemption is granted. Since Live Scan Fingerprinting Agencies are only located in California, applicants who do not reside in California are required to submit, with their application, two fingerprint cards (on form FD-258) and a "Request for Exemption From Mandatory Electronic Fingerprint Submission Requirement" form, which can be requested from the Los Angeles or San Francisco Office of Admissions. At times, there are delays in processing fingerprint cards by criminal justice agencies or delays due to fingerprint card rejection by those agencies, for which the Office of Admissions cannot accept responsibility and which may delay the processing of the application. The fingerprints must be taken by a law enforcement agency (i.e. police department, sheriff's station, etc.) or by an agency that requires you to provide appropriate identification. In the event the official taking the fingerprints has difficulty obtaining prints of acceptable quality because of the physical condition of the applicant's fingers (e.g., dermatitis, etc.), the official should be requested to explain (in writing) why the prints are the best obtainable. That explanation should accompany the fingerprint cards. Fingerprints will be forwarded to the California Department of Justice and/or FBI for a record check.

Applicants must complete identifying information required on the fingerprint cards as indicated on the sample provided, using only the abbreviations listed below. Failure to provide all correct information will result in a delay in processing the application, along with the return of the fingerprint cards for completion and a \$20.00 completion fee charge.

HAIR COLOR		EYES		WEIGHT (WGT)	HEIGHT (HGT)	SEX
Bald	BAL	Black	BLK	Express in pounds.	Express in Feet and Inches	Male M
Black	BLK	Blue	BLU	(Do not use fractions of a pound;	respectively. (Do not use fractions of	Female F
Blonde or		Brown	BRN	round off to nearest pound.)	an inch; round off to the nearest inch.)	
Strawberry	BLN	Gray	GRY			
Brown	BRN	Green	GRN	Example: 94 lbs		
Gray or Partially	GRY	Hazel	HAZ	186 lbs	Example: 5'11"	
Red or Auburn	RED	Maroon	MAR		6'0"	
Sandy	SDY	Pink	PNK		7'0"	
White	WHI					

The following questions are optional and do not require a response: race, citizenship, OCA number, FBI number, armed force number and miscellaneous number.

**REQUEST FOR EXEMPTION FROM
MANDATORY ELECTRONIC FINGERPRINT
SUBMISSION REQUIREMENT**

BCII 9004 (3/05)

Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170

APPLICANT INSTRUCTIONS: Please type or print clearly all information. Illegible or incomplete information may result in processing delays or denial of your request. Mail this form, together with your fingerprint card(s) (FD258), to the above address.

APPLICANT'S NAME:

LAST

FIRST

MIDDLE

APPLICANT'S ADDRESS:

STREET

CITY

COUNTY

STATE

ZIP CODE

EMPLOYER OR LICENSING AGENCY:**BASIS FOR EXEMPTION:**

1. " NO REGIONAL ACCESS TO FINGERPRINTING SERVICES:

Nearest Electronic Fingerprint Site: (Refer to public sites listed on the Attorney General's website at <http://ag.ca.gov/fingerprints/publications/contact.htm>)

BUSINESS NAME

ADDRESS

2. " OTHER (explain):

Pursuant to California Penal Code section 11077.1(b), I request an exemption from the mandatory electronic fingerprint submission requirement. I certify that the foregoing is true and correct.

APPLICANT'S SIGNATURE

DATE

The Department of Justice will evaluate your request and determine whether adequate justification exists to accept your hard fingerprint card(s) in order to process a request for criminal offender record information for employment, licensing, certification, child placement, or adoption purposes.

Required FD-258 Form
FINGERPRINT SAMPLE

NOTE: In the event the official taking the fingerprints has difficulty obtaining prints of acceptable quality because of the physical condition of the applicant's fingers (e.g., dermatitis, etc.), the official should be requested to explain (in writing) why the prints are the best obtainable. That explanation should accompany the fingerprint cards.

APPLICANT		LEAVE BLANK		THIS SIDE PRINT ALL INFORMATION IN BLOCK		LEAVE BLANK	
NAME (Last, first, middle) Renee Sofia Smith		LAST NAME SMITH		FIRST NAME RENEE		MIDDLE NAME SOFIA	
DATE OF BIRTH (MM/DD/YYYY) 5/23/62		PLACE OF BIRTH (City, State) LOS ANGELES, CA		SOCIAL SECURITY NUMBER 513-45-6789		DATE OF BIRTH (MM/DD/YYYY) 7 8 64	
OFFICE OF ADMISSIONS 1149 South Hill Street Los Angeles, CA 90015-2209		OCCASION QSA		SEX F		HEIGHT 5'7"	
ATTORNEY LICENSE		WEIGHT 130		EYES BRN		HAIR BRN	
ATTORNEY LICENSE 123-45-6789		LEAVE BLANK		LEAVE BLANK		LEAVE BLANK	

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE WASHINGTON, D.C. 20537	
APPLICANT	
1. LOOP 	LEAVE THIS SPACE BLANK
2. WHORL 	LEAVE THIS SPACE BLANK
3. ARCH 	LEAVE THIS SPACE BLANK

CHANGE OF ADDRESS

In order for the Office of Admissions of the State Bar of California to update your address in its records, the request must be in writing and must be accompanied by a photocopy of one piece of identification. Accepted examples: Driver's License, Passport, CA Identification Card, Military ID Card or Birth Certificate. A fillable form is available online at www.calbar.ca.gov/admissions.

FURTHER COMMUNICATION:

An official record of all communications is required; inquiries should be submitted in writing addressed to the Office of Admissions and sent to the appropriate address listed below. This will enable the staff to review your file prior to responding, and provide for precise rather than generalized responses. If your inquiry relates to a genuine emergency and requires immediate attention, the telephone numbers listed below are provided to assist you in such circumstances.

1149 South Hill Street
Los Angeles, CA 90015-2299

-or-

180 Howard Street
San Francisco, CA 94105-1639

	<u>Los Angeles</u>	<u>San Francisco</u>
Recorded General Information	(213) 765-1550	(415) 538-2300
Information Service Coordinator	(213) 765-1500	(415) 538-2303
Forms/study aids requests	(213) 765-1520	(415) 538-2303
Law Student Registration	(213) 765-1517	
Petitions	(213) 765-1500	
TDD Numbers	(213) 765-1566	(415) 538-2231

The Office of Admissions is open for the transaction of business between the hours of 8:45 a.m. and 5:00 p.m., Monday through Friday, holidays excepted. In the Los Angeles Office of Admissions, cash, cashier's checks, travelers checks, money orders and personal checks will be accepted between 8:45 a.m. and 4:30 p.m. From 4:30 to 5:00 p.m., only personal checks will be accepted.

IMPORTANT

Before mailing your application, please check the following:

- ☐ Is the **correct** fee included?
- ☐ Is the *Copy of Request for Live Scan Services* form which has been completed by the live scan operator included? **OR**
- ☐ Are the two fingerprint cards and the Request for Exemption From Mandatory Electronic Fingerprint Submission Requirement form enclosed and **completed** in accordance with the instructions?
- ☐ Are any necessary attachments fastened to the inside back cover of the application? The fingerprint cards and the Request for Exemption From Mandatory Electronic Fingerprint Submission Requirement form or *Request for Live Scan* form are considered part of the application and **must** be submitted with the application. Supporting documents other than these **forms** may be submitted separately.
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed and currently dated?
- ☐ Are all applicable **forms** completed and attached?
- ☐ Are you mailing the application more than 30 days after you signed the declaration? The application must be received within 30 days of the date it is signed or it will be returned.

See the section entitled "Completion of Application" for more information. A \$20.00 completion fee will be charged for any application that is found to be incomplete in any way.